



THE NATIONAL HUMAN RIGHTS COMMISSION
National Secretariat, Kotu (Opposite DSTV), KSMD
Telephone: 4461713 / 4461717
VACANCY ANNOUNCEMENT

Background

To enhance the promotion and protection of children's rights in the country, the NHRC with support from UNICEF seeks to create a Child Rights Monitoring Unit (CRMU). The Data and Research Officer will play a critical role in addressing these gaps by providing legal and technical expertise, supporting compliance with international obligations, strengthening institutional capacity, and ensuring that children's rights remain a national priority."

Applications are invited from suitable candidates for the position of **Data and Research Officer**. Under the overall supervision of the Director of Legal and Investigation, the post holder will support the work of the Child Rights Monitoring Unit of the National Human Rights Commission by leading research and data analysis on children's rights, collaborate with other staff of the Directorate of Legal and Investigation, generate data on children's rights and support the monitoring of child rights in the country. The successful applicant will work within the **Legal and Investigation Directorate** of the NHRC and report to the **Senior Legal Officer** with overall supervision vested in the Director of Legal and Investigation.

DUTIES AND RESPONSIBILITIES

i. Research

- Support research, including survey design, on thematic child rights issues in the country;
- Developing research tools and frameworks for data collection and monitoring;
- Manage the Child Rights Monitoring framework and facilitate its effective implementation;

ii. Data collection and analysis

- Lead data analysis on children's rights for effective monitoring of the situation of children's rights in the country, use in periodic reports published by the NHRC and to inform evidence-based decision making on child rights;
- Development and design of child rights implementation trackers, indicators and results frameworks for the Unit;
- Liaise with key stakeholders and government on child rights data and compiling data reports on the status of child rights, including reporting on programme indicators and results;

iii. Preparation of reports

- Lead the preparation of reports on the Status of Children's rights in the country, including quarterly and annual reports;
- Support the preparation of national studies and surveys;
- Support the preparation of data for reporting to human rights mechanisms and ensure accurate reporting and presentation of data in reports and activities;
- Compile child rights data from the NHRC reporting mechanism;

iv. Capacity Building and Awareness Raising

- Conduct training, workshops, and awareness-raising sessions on child rights for government institutions, CSOs, community leaders, and other stakeholders;
- Support in the development of child-friendly education and outreach materials on children's rights;

v. Other Responsibilities

- Development of pre- and post-assessment for training initiatives as well as monitoring the implementation of Child Rights activities within the CRMU;
- Contribute to project proposals, donor reports, and work plans of the Unit;
- Represent the CRMU in meetings, conferences, and other engagements as required;
- Support the preparation of UNICEF-related interventions to this project. i.e drafting the budgets, concept notes, organising activities and events, as well as coordinating with UNICEF and key stakeholders;
- Perform any other official duties as may be assigned by the Director of Legal and Investigation commensurate with the position and operational needs of the Commission;

QUALIFICATION & EXPERIENCE

Minimum bachelor's degree in statistics, data analytics, social sciences, law, human rights or related field. A master's degree will be an added advantage.

- At least three years work experience leading research and data analysis;
- Experience working in human rights, particularly children's rights, will be an added advantage;
- Proven expertise in quantitative and qualitative research methodologies, data analysis, and database management;
- Proficiency in MS Office suite and familiarity with quantitative and qualitative analysis tools such as Excel, SPSS, NVivo, Power BI;
- Excellent oral and written communication in English are a requirement;
- Strong strategic, critical thinking, presentation and analytical skills;
- Strong interpersonal skills;
- Ability to work independently and within a team;
- Good understanding of the NHRC will be an added advantage;

ESSENTIAL SKILLS

- Team player and able to work with individuals from diverse backgrounds;
- Ability to work under pressure, manage multiple tasks and allocate time effectively to meet internal and external deadlines;
- Should be able to travel as required by the role;
- Fluency in at least two local languages will be an advantage;

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: Friday, 17th October 2025 at 12pm.

Remuneration: A competitive compensation and benefits package will be offered to the successful candidate.

Applications along with relevant supporting documents including names and contact details of two referees and clearly marked “**Application for Data and Research Officer**”, should be addressed to: **Executive Secretary, National Human Rights Commission, National Secretariat, Kotu** - Google Code: **C7WR+WFQ**. Applications can be submitted either in person at the National Secretariat or via email to: advert@gm-nhrc.org

Late or incomplete applications will not be considered. Prior to issuance of an offer letter to the successful candidate, a reference and background check will be conducted. Due to the high volume of applications expected for the positions, only short-listed candidates will be contacted. ***The National Human Rights Commission is an equal-opportunity employer.*** Female candidates are strongly encouraged to apply.

NB: Only applications either hand-delivered or sent by email would be accepted.

Please note that NHRC does not tolerate sexual exploitation and abuse, including sexual harassment, and discrimination. Therefore, successful candidates will be expected to adhere to these standards and principles.